

Visitors Center Rental Rules

1. If there are two separate reservations in the Visitors Center, use of tables and chairs are given to the party whose reservation was made first (first come/first serve). If there are any tables and chairs remaining, the second party is allowed to use the remainder.

There are 115 chairs, eight rectangular tables (8' x 3'), eight round tables (96" diameter) and two board room tables (8' x 4') available for use to parties reserving either room at the Visitors Center. The larger room accommodates 80 people in a dinner style setting. The smaller room seats 48 people in a dinner style arrangement.

2. The clean-up deposit will be returned if the room(s) is left in the condition it was found: floors free of trash and debris, decorations removed, trash placed in garbage bags in the outside garbage cans and the kitchen left clean. Any areas used by the party must be left clean, undamaged and in order. This includes, but not limited to, the restrooms, patios and/or hallways.
3. The kitchen is available to the reserved party and may be shared if there is more than one event in the building. The kitchen is not a full-service facility and only prepared food is allowed. No cooking or grilling on the patio or lawn areas surrounding the Visitors Center is permitted.
4. Latex balloons are allowed but not mylar balloons due to motion detector in security system.
5. Smoke or fog machines are not allowed due to smoke detector in the security system.
6. Parents or guardians are expected to monitor and control any minors during a given event and are responsible for any damages caused by minors in attendance.

Printed Name

Signature

Date